

AMERICAN SOCIETY OF SAFETY ENGINEERS
LOS ANGELES CHAPTER #146
Chapter Chartered 1946
Bylaws Revised: February 2, 2009

Bylaws Approved by Regional Vice President: _____

ARTICLE I – NAME

Section 1. The name of this organization shall be the Los Angeles Chapter of the American Society of Safety Engineers.

Section 2. Hereinafter, the Los Angeles Chapter will be referred to as the Chapter, and the American Society of Safety Engineers will be referred to as the Society.

ARTICLE II – PURPOSE

Section 1. The purpose of this Chapter will be to promote the advancement of the safety profession and safety professionals in the geographical area served.

Section 2. In fulfilling its purposes, the Chapter shall have the following objectives within the geographical area:

- (a) To develop and/or promote educational programs for obtaining knowledge required to perform the functions of a safety professional;
- (b) To develop and/or disseminate locally, information and materials that will carry out the purposes of the Chapter and the Society, and serve the public;
- (c) To provide and/or support forums for the interchange and acquisition of professional knowledge among its members;
- (d) To foster liaisons with local organizations of related disciplines;
- (e) To inaugurate and implement such other programs and projects that are consistent with the purposes of the Chapter and the Society; and
- (f) To conduct its affairs in a manner that will reflect the standards, purposes and objectives of the Society.

ARTICLE III – MEMBERSHIP

Section 1. Membership in the Chapter is open to those individuals who are members of the Society in good standing and who are located within the Chapter's geographical area, or request membership in it.

Section 2. Membership is personal and not transferable.

Section 3. All members may vote on Chapter affairs.

ARTICLE IV – ORGANIZATION

Section 1. The Chapter is a not-for-profit incorporated in the State of Illinois; chartered by the Society for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society Bylaws.

Section 2. In order to maintain its Charter, the Chapter shall have a minimum of 25 members.

Section 3. The Chapter is located in Region I, and the Chapter's geographical area is defined as follows:

The area includes zip codes 90001 through 93563, with the following exceptions:

90274, 90277-8, 90290, 90501-10, 90701, 90704, 90710, 90712-7, 90731-3, 90744-7, 90801-10, 99813-5, 90822, 90840, 90846, 91301-4, 91306-7, 91311, 91316, 91320-1, 91324-6, 91330, 91334-5, 91343-4, 91355-6, 91360-2, 91364-5, 91367, 91371, 91406, 91409, 91436.

Within the Chapter's geographic territory is the chapter's Inland Empire Section. The Inland Empire Section is contained within the following zip codes:

91358, 91701, 91709, 91710, 19737, 91739, 91743, 91761 through 91764, 91773, 91784, 91786, 92242, 92252, 92256, 92267, 92268, 92277, 92280, 92284, 92285, 92301, 92304, 92304, 92305, 92307, 92308, 92313 through 92317, 92321, 92324, 92325, 92332, 92333, 92335 through 92339, 92341, 92342, 92345, 92346, 92352, 92354, 92356, 92358, 92359, 92368, 92371 through 92374, 92376, 92377, 92382, 92386, 92391, 92392, 92394, 92395, 92397, 92399, 92401, 92404, 92405, 92407., 92408, 92410, 92411, 92701, 92708 through 92710, 92730, 92761 through 92764, 92766 through 92768, 92784, 92786, 92856, 92880.

Section 4. There shall be an Executive Committee responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such basis that will not impair the ability of the Chapter to pursue its purposes independently.

Section 5. A majority of the Executive Committee present at a meeting shall constitute a quorum. A Chapter officer may appoint a Chapter Member or Professional Member, who is in good standing, to serve as his/her proxy at an Executive Committee meeting if the officer so designates in writing to the Chapter President. The proxy must specify the meeting for which the proxy applies.

Section 6. The Executive Committee shall consist of the Elected Officers, listed in Article V, Section 1, and an immediate past President of the Chapter available to serve.

Section 7. Each major objective as listed in Article II, Section 2 of these Bylaws shall be under the supervision of either a Chapter officer or an appointed Committee Chairperson.

Section 8. The Chapter President is the voting representative for the Chapter at the Regional Operating Committee meetings. A Professional Member or Member who is an elected officer of the Chapter may serve instead of the President if so designated in writing to the Regional Vice President.

Section 9. Chapter officers, the Member-at-Large and Delegates to the Society House of Delegate(s) shall be elected by members of the Chapter.

Section 10. The Chapter activity year shall be from July 1 to June 30.

ARTICLE V – OFFICERS

Section 1. Elected officers of the Chapter shall be:

- (a) President;
- (b) President-Elect;
- (c) First Vice President;
- (d) Second Vice President;
- (e) Secretary;
- (f) Treasurer;
- (g) Delegate(s) to the Society House of Delegates; and
- (h) Member-At-Large.

Section 2. Each elected Chapter officer shall be a Chapter member and a Society member for at least one year prior to taking an officer position; any exceptions must be approved by the Regional Vice President. However, only a Professional Member or Member may hold the offices of President, president-elect, First Vice President, Second Vice President, or Delegate to the House of Delegates.

Section 3. The President shall:

- (a) Preside at regular and special meetings of the Executive Committee and the membership;
- (b) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable;
- (c) Be a member of the Regional Operating Committee representing the Chapter;
- (d) Provide leadership for progress and activities for the Chapter during the term of the office;
- (e) Appoint such committees as are necessary to implement the objectives of the Chapter;
- (f) Submit an Annual Report of Chapter activities to the Regional Vice President and the Society Secretary by August 15;
- (g) Submit the names of Chapter officers and delegate(s) elected for the ensuing year annually by May 31 to the Regional Vice President and Society Headquarters; and
- (h) Chair the Long Range Planning Committee for the Society year following the year as President.

Section 4. The President-Elect shall:

- (a) Succeed to the office of the President and carry out its duties if the President is unable to serve;
- (b) Be a member of the Regional Operating Committee representing the Chapter;
- (c) Chair the Membership Committee and assume the responsibilities for promoting membership growth and administering current membership records; and

(d) Assume other responsibilities and duties as assigned by the President.

Section 5. The First Vice President shall perform the duties of Program Chairperson and:

(a) With approval of the membership, succeed to the office of President-Elect and carry out its duties if the President-Elect is unable to serve;

(b) Develop a meeting program plan for the Chapter year to assist in fulfilling Society objectives for professional development;

(c) Assume other responsibilities and duties as assigned by the President; and

(d) Be an available to serve as the Chapter President's Proxy at Regional Operating Committee meetings..

Section 6. The Second Vice President shall perform the duties of Newsletter Editor and:

(a) With approval of the membership, succeed to the office of First Vice President and carry out its duties if the First Vice President is unable to serve;

(b) Chair the Newsletter Committee and assume the responsibility for promoting Chapter activities through the monthly newsletter; and

(c) Assume other responsibilities and duties as assigned by the President.

Section 7. The Secretary shall:

(a) Maintain Chapter records and correspondence;

(b) Notify Executive Committee members of meetings;

(c) Assume the duties of the Treasurer as necessary; and

(d) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.

Section 8. The Treasurer shall:

(a) Maintain all financial records of the Chapter;

(b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee;

(c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee;

(d) Complete the Chapter's audited income & expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters and the Regional Vice President. IRS and Franchise Tax Board should be submitted to the appropriate authority by August 15th;

(e) Notify the Society no later than March 1st of any changes in Chapter dues for the coming Society year; and

(f) Submit any necessary corporation report documents with the California Secretary Of State, and assure that the Society files the annual Chapter Corporation report with the State of Illinois.

Section 9. Delegate(s) to the Society House of Delegates Shall:

(a) Attend the annual House of Delegates meetings of the Society representing the Chapter;

(b) Operate in accordance with House of Delegates Operating Procedures and Society Bylaws;

(c) Keep the Chapter informed of House of Delegates actions and proposed actions; and

(d) Act on House of Delegates mail ballots on behalf of the Chapter.

Section 10. The Member At Large shall:

Perform such special assignments as directed by the President or Executive Committee.

Section 11. Committee Chairs shall:

Perform their duties as indicated in their Job Descriptions, as outlined in the Chapter Administrative Guide.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent immediate Past President available to serve shall be the Chair of the Nominating Committee. The Committee including the Chair will consist of no less than three (3) nor more than five (5) members, preferably Past Presidents. One member should be selected by the current Chapter President and the balance by the Committee Chair. The current Chapter President shall not be a member of the Nominating Committee. Members who are chosen to run for an office shall resign from the Committee and be replaced with an alternate member appointed by the same officer who initially appointed the resigning member. This exclusion does not apply to the President-Elect who is unopposed and may be a member of the Committee. Selection of the Committee Members shall be completed no later than the first Executive Committee meeting each (calendar) year. The names of the Committee Members shall be publicized prior to the January meeting.

Section 2. The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter Membership at least 60 days in advance of the election.

Section 3. Each candidate shall provide written acceptance to the Nominating Committee. For offices leading to the office of President, each candidate shall provide written confirmation of his/her commitment as to their ability to carry out the responsibilities of the offices to which the office automatically succeeds.

Section 4. Any fifteen (15) Chapter Professional Members or Members may submit a written petition nominating one or more individuals for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominating Committee 30 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 15 days prior to the election.

Section 5. The term of elected Chapter officers shall be for one year beginning July 1.

Section 6. Election of officers for the ensuing year shall be held at the May meeting. If there is more than one candidate for any office, election shall be by written ballot. If there is only one Candidate for an office, election may be by voice vote.

Section 7. Removal of elected Chapter officers shall be by vote of Chapter members at any regular or special meeting upon presentation of a written petition from either the Chapter Executive Committee or 15 voting members of the Chapter. Notification of such meeting shall be distributed to each member at least 30 days in advance of the date of the meeting. Committee Chairs appointed by the elected officers or the Chapter Executive Committee may be removed by the officer or the Executive Committee who appointed them.

Section 8. Vacancies in elected Chapter offices shall be filled by the succession designated in the various offices. If no succession is designated, the Chapter President shall:

- (a) Appoint a special Nominating committee;
- (b) Publish nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held;
- (c) Receive at the Chapter meeting any nominating petitions presented by the number of Professional Members and Members specified in Article VI, Section 4; and
- (d) Conduct a voice vote at the Chapter meeting if there is only one nominee, and a written ballot if there is more than one nominee for an office.

ARTICLE VII – SECTIONS

Section 1. Sections may be formed by Chapters to serve 10 or more dues-paying (or emeritus) Chapter members whose geographical location, within the Chapter area, constitutes an inconvenience to participate in Chapter affairs, and whose number is insufficient to permit formation of a new Chapter. The Section shall operate in accordance with Society and Chapter Bylaws.

Section 2. The group must petition the Chapter Executive Committee to form a Section of the Chapter, subject to approval of the Regional Operating Committee.

(a) The petition should outline:

1. Name of the Section.
2. Territory the Section will encompass.
3. Number of members currently in the territory
4. Plans for meetings to be held and the nature of the program.
5. Justification for the creation of the Section.
6. Any dues arrangements between the Chapter and the Section.
7. Submit a copy of Section Bylaws (See Model Section Bylaws)

(b) The Section shall operate in accordance with Society and Chapter Bylaws.

(c) Sections, upon approval by the Regional Operating Committee, shall elect a Chair and a Secretary/Treasurer and must abide by the Bylaws of the Chapter. The Chair of an authorized Section shall be a Professional Member or Member. The Chair of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee, and shall attend at least two, as a non-voting participant.

(d) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and the Regional Vice President.

(e) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status. The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.

(f) The Chair of the Section shall appoint a Nominating Committee annually to select nominees for the offices of Chair and Secretary/Treasurer for the year beginning July 1. Both officers' terms shall be for one year beginning July 1. Elections of these officers shall be held at a Section meeting prior to July 1.

(g) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Regional Operating Committee, and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.

(h) Student Members attending an educational institution within the Chapter's boundaries may join together to form a Student Section of the Chapter.

ARTICLE VIII – DUES

Section 1. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual Chapter dues in an amount to be established by the Executive Committee and approved by the Chapter members, in addition to Society dues.

Section 2. All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.

Section 3. Chapter dues shall be approved by vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least 30 days in advance regarding dues proposals.

Section 4. Individuals applying for Society membership shall submit an application and the current application fee to the Society . Application fees are not refundable.

ARTICLE IX – MEETINGS

Section 1. Chapters shall meet at least six times per year and four of the meetings shall be technical meetings. Technical meetings are those that define or discuss methods, procedures, systems, devices and/or standards toward the reduction, control or elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees.

Section 2. Special meetings of members may be called by the Executive Committee. The notice calling such a meeting shall state the purpose of the meeting; such notice to be sent to each member at least two weeks in advance.

Section 3. Fifteen (15) members in good standing shall constitute a quorum at any regular or special meeting.

Section 4. The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of business at all meetings of the Chapter unless otherwise provided in these Bylaws.

ARTICLE X – MISCELLANEOUS

Section 1. The Chapter may be dissolved by Chapter members in the following manner:

(a) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Executive Committee. The resolution shall set forth the reasons for dissolution;

(b) Within 30 days following this Executive Committee action, a written ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, the results shall be counted by the Executive Committee. A two-thirds (2/3) vote is required for approval of the action; and

(c) Upon the adoption of the resolution to dissolve, the officers shall carry out the dissolution of the Chapter in conformance with applicable laws and Society Bylaws.

Section 2. If a Chapter Executive Committee no longer exists or conditions preempt the implementation of the preceding Section, a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President for

their review. Upon the approval of the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

Section 3. The official Society symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the Society Bylaws.

Section 4. Any fund-raising projects or activities shall be limited to those activities which are consistent with the purpose of the Society Bylaws.

Section 5. Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.

(a) Minutes of meetings – five years following completion of the Chapter year;

(b) Correspondence – two years following completion of the Chapter year;

(c) Financial Records – five years following completion of the Chapter year; and

(d) Voting materials – 18 months after the election has been certified.

Section 6. For any reference within these Bylaws to a “written, writing, presented, mail(ed), publish(ed), distribute(d), notice/notified” requirement, an appropriate “electronic response” (e.g., email) can be substituted. The “electronic response” must be traceable to the specified member initiating the response.

ARTICLE XI – AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by 15 Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.

Section 2. The Chapter Executive Committee shall publish any proposed amendments to the membership at least 30 days in advance of the meeting at which action will be taken.

Section 3. Amendments shall be voted on at a regular or special Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval.

Section 4. All amendments to these Bylaws will become effective after approval by the Regional Vice President.